

Functional Series 500 Management Services
ADS Chapter 530 Emergency Planning Overseas

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 - **12 FAH-1, Emergency Planning Handbook**
 - **Interim Update #6 (Series 200), USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1999 Replacing USAID Handbook 8**

Functional Series 500 Management Services
ADS Chapter 530 Emergency Planning Overseas

530.1 Authority

1. 1 FAM 210, Crisis Management Policy Group
2. 2 FAM 180, Acts of Violence
3. 3 FAM 623, Guidelines for Personnel Taken Hostage
4. 3 FAM 697, Deaths, Serious Accidents or Serious Illness
5. 12 FAH-1, Emergency Planning Handbook (SECRET)

530.2 Objective

To assist the Agency for International Development (USAID) missions' active participation in the preparation of comprehensive and readily usable plans to handle emergency situations abroad.

530.3 Responsibility

The basic and ultimate responsibility for emergency planning of Posts abroad is vested in the Department of State (DOS) and carried out by the U.S. mission in the country where an emergency occurs.

The Chief of Mission designates a Mission Disaster Relief Officer, and maintains a Mission Disaster Relief Plan. In countries where USAIDs are present, this responsibility is usually delegated to the USAIDs.

1. The USAID Mission Director is responsible for ensuring that a representative of the USAID mission serves on the Emergency Action Committee established by the Chief of Mission or Principal Officer.
2. The Bureau for Humanitarian Response, Office of Foreign Disaster Assistance (BHR/OFDA) is responsible for the management of all U.S. Government disaster assistance.

530.4 Definitions (See Glossary)

CHIEF OF MISSION
DISASTER
EMERGENCY ACTION COMMITTEE

530.5 Policy

The following are the official Agency policies and corresponding essential procedures.

530.5.1 EMERGENCY PLANNING OVERSEAS

It is the policy of USAID that employees shall comply with the Uniform Regulations (policies and procedures) contained in 12 FAH-1, Emergency Planning Handbook which is the governing directive for USAID's emergency planning overseas. The majority of 12 FAH-1, Emergency planning handbook has been declassified. **(See Mandatory Reference 12 FAH-1)**. For information on obtaining the secret portion of this handbook, contact the Embassy at Post or the Bureau for Management, Office of Administrative Services, Overseas Management Support Staff (M/AS/OMS) in USAID/Washington (USAID/W).

530.5.1a EMERGENCY ACTION COMMITTEE

The USAID Mission Director shall designate a representative to serve on the Emergency Action Committee established by the Chief of Mission or Principal Officer.

530.5.1b MISSION DISASTER RELIEF PLAN (MDRP)

Every USAID Mission and Representatives Office shall maintain an up-to-date MDRP. **(See Mandatory Reference Chapter 700 of 12 FAH-1, Emergency Planning Handbook and Mandatory References ADS 251, and Interim Update #6 (Series 200), USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1999 Replacing USAID Handbook 8.)**

530.6 Supplementary Reference - N/A

530.7 Mandatory Reference

- **ADS 251**
- **12 FAH-1, Emergency Planning Handbook**
- **Interim Update #6 (Series 200), USAID Office of U.S. Foreign Disaster Assistance (OFDA) Guidance For FY 1999 Replacing USAID Handbook 8**

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Glossary Terms for 530

Chief of Mission

Chief of Mission is the principal officer in charge of a diplomatic mission of the United

States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a mission or office. (Chapter 530)

Disaster

Disaster is an occurrence causing widespread destruction and distress. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (Chapter 530)

Emergency Action Committee

Emergency Action Committee is an organization established at a Foreign Service post by the Chief of Mission or principal officer for the purpose of directing and coordinating the post's response to contingencies emergency situations. (Chapter 530)